

**Safe Events for Children**

Your family event information pack

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**Introduction**

Every year Diabetes UK local groups run events for children across the UK. These events enable children with diabetes and their families to meet each other, share experiences and have fun. Without our network of local groups throughout the UK we could not support as many families as we do.

When running these events we need to ensure that attendees and volunteers are safe and that events meet the requirements of Diabetes UK insurance. This pack has been developed to make it easy for groups to check that their events are safe and so you can provide the relevant information to enable Diabetes UK to support you.

**What does your group need to do?**

Step 1

Review the SAFE Event Chart and decide which category your event is in

Step 2

Fill out the appropriate forms for your event

Step 3

Send the forms to your local volunteering team within the required timeframe to ensure we have all the details and can provide you with support where necessary

Your local volunteering team will be on hand to support you.They can discuss your event with you and can provide more information about what you need to do and when.

We will collect all the information from you about your event and check this over to make sure we have everything in place beforehand. If you need any support filling out this form or completing a SAFE event form for your event, please contact your local volunteering team or email [volunteering@diabetes.org.uk](mailto:volunteering@diabetes.org.uk)

**SAFE Event Rating**

SAFE stands for Safe Activities for Everyone. The SAFE Event Chart below helps you think about what you’ll need to do to keep your event and the attendee’s safe. It also tells you how much information you need to provide to Diabetes UK and when, to ensure that we can support you to run a safe event. Please take a look at the SAFE Event Chart to determine which colour your event is, and then send us the necessary information in advance.

N.B. A child is anyone up until their 18th birthday (16 in Scotland).

**What is a Green Event?**

Agreen eventis where childrenare accompanied by their parent/guardian, who is responsible for them throughout the whole event. A green event only takes place during the day or evening and not overnight. For example, a picnic in the park where parents/guardians attend to supervise their own children and are made aware of their requirements to do so.

**When to tell us about a Green Event**

As soon as you organise it and no later than TWO WEEKS PRIOR TO THE EVENT

**What information does Diabetes UK need from me for a Green Event?**

* Section A – Basic Event Information
* Section B – SAFE event form
* Section C – Declaration (to confirm you have read, understood and agree to follow the event requirements)

**What is an Amber Event?**

Anamber event is where children attend without parents or carers and are supervised by Diabetes UK volunteers. An amber event only takes places during the day or evening and is not overnight. For example, a trip bowling or to a rock climbing wall with children without their parents or carers

**When to tell us about an Amber Event**

As soon as you organise it and no later than THREE MONTHS PRIOR TO THE EVENT

**What information does Diabetes UK need from me for an Amber Event?**

We need to know a bit more because you are organising an event looking after other people’s children.

* Section A – Basic Event Information
* Section B – SAFE event form
* Section C – Declaration (to confirm you have read, understood and agree to follow the event requirements)
* Section D – Attendees and ratios
* Section E – Volunteer Information

**Red Events**

**What is a Red Event**?

A red event is a residential event that involves an overnight stay for participants, whether accompanied by a parent/guardian or not. For example, a family or children’s weekend away camping.

Red events have many more considerations to keep them safe, legal and healthy for everyone. If you would like to enquire about running a red event, please get in touch with your local volunteering team for more information.

**SECTION A – BASIC EVENT INFORMATION**

Please use this section to tell us more about the green and amber events you have planned. Don’t forget to complete the SAFE Event Form in section B and sign the Event Agreement in section C. If you are planning an amber event, you also need to complete section D and E.

Note: If your event is a regular group meeting taking place in the same location each month, you only need to list it once and tell us in the ‘brief description of your event’ section that it is your monthly meeting. For example: Family group meetings in the village hall on the first Tuesday of every month.

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| **Local Group Name:** | |  | | **Contact Name:** | |  | | |
| **Email:** | |  | | **Telephone No:** | |  | | |
| **Event No.** | **Event Name** | | **Briefly describe the event** | | **Date of event** | **Location of event (full address)** | **Time of event** | **SAFE Event Chart colour (Green or Amber)** |
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| 9 |  | |  | |  |  |  |  |

**SECTION B – SAFE EVENT FORM**

Please use this section to ensure you have considered all aspects of your events to ensure safe activities for everyone. We have provided a template for you, please check that the below details are suitable for all your events. If there are any additional considerations for your events, you will need to add them here.

|  |  |  |  |
| --- | --- | --- | --- |
| **What are the risks and what harm might be caused?** | **How do we manage the risk?** | **What further actions are required to minimise risk?** | **Actions** |
| **Child or young person with diabetes might have a hypo during an event** | * **Green Events:**   Parents are informed in advance that they are responsible for their own child’s diabetes management throughout event  Fully stocked Hypo Box is carried at each event and volunteers are informed of location of box at start of event   * **Amber Events:**   Volunteers are advised how to respond if a child has a hypo:  Treat the hypo immediately. You can do this by eating or drinking 15 to 20g of a fast-acting carbohydrate. This could be:   * - three glucose or dextrose tablets * - five jelly babies * - a small glass of a sugary (non-diet) drink * - a small carton of pure fruit juice * - a tube of glucose gel.   You should also think about a follow on snack. Try to eat 15 to 20g of a slower-acting carbohydrate. This could be a:  - sandwich  - piece of fruit  - bowl of cereal  - glass of milk.  Or it could be your next meal, if it’s due.  The full Diabetes UK hypo advice is available [online](https://www.diabetes.org.uk/Guide-to-diabetes/Complications/Hypos/Having-a-hypo) | * **Green Events:**   Parents informed in advance the nature of event so they can prepare their child’s medication/hypo treatment  Contact medical help/emergency services if required   * **Amber Events:**   Emergency contact details held for parents and carers  Contact medical help/emergency services if required | * **Green Events**: Event organiser must notify parents in advance of the event what the nature of the event will be and that they are responsible for their own child’s diabetes management * **Amber Event**s: Volunteers keep list of emergency contact details for each child throughout event   Volunteers are responsible for restocking Hypo Box supplies that are used during an event. The Hypo Box must contain relevant supplies which are in date  Volunteers must record and report any incident and all action taken in our [Keeping Safe and Legal welfare guide](https://diabetes-resources-production.s3-eu-west-1.amazonaws.com/diabetes-storage/migration/pdf/Keeping%2520Safe%2520and%2520Legal%2520-%2520Health%2C%2520Safety%2520and%2520Welfare%2520Guide.pdf) available on the [Local Group Portal](https://www.diabetes.org.uk/Local-Groups-Portal/Resources) |
| **Child unwilling to follow medical advice** | * **Amber events:** Discuss fully with child, parent, healthcare professionals as necessary – If child’s health is at risk contact parents and seek medical help as necessary | Emergency contact details held for parents or carers  Contact medical help/emergency services if required | Volunteers must record and report any incident and all action taken in our [Keeping Safe and Legal welfare guide](https://diabetes-resources-production.s3-eu-west-1.amazonaws.com/diabetes-storage/migration/pdf/Keeping%2520Safe%2520and%2520Legal%2520-%2520Health%2C%2520Safety%2520and%2520Welfare%2520Guide.pdf) available on the [Local Group Portal](https://www.diabetes.org.uk/Local-Groups-Portal/Resources) |
| **Equipment failure or loss (e.g. pen, pump, CGM, BG monitor)** | Ensure child brings spares if available. | Emergency contact details held for parents or carers  Contact medical help/emergency services if required | Volunteers communicate need to bring spares if available with children and parents prior to event.  Volunteers must record and report any incident and all action taken in our [Keeping Safe and Legal welfare guide](https://diabetes-resources-production.s3-eu-west-1.amazonaws.com/diabetes-storage/migration/pdf/Keeping%2520Safe%2520and%2520Legal%2520-%2520Health%2C%2520Safety%2520and%2520Welfare%2520Guide.pdf) available on the [Local Group Portal](https://www.diabetes.org.uk/Local-Groups-Portal/Resources) |
| **Child becoming ill/has an accident** | Volunteers briefed on any safety instructions before event and children and parents to be made aware. | * **Green Events:**   Parents or carers to be made aware and to assess risk to child and take appropriate further action   * **Amber Events:**   Volunteer to assess risk to child and take appropriate further action  Contact parents/legal guardians  Contact medical help/emergency services if required | Volunteers must record and report any incident and all action taken in our [Keeping Safe and Legal welfare guide](https://diabetes-resources-production.s3-eu-west-1.amazonaws.com/diabetes-storage/migration/pdf/Keeping%2520Safe%2520and%2520Legal%2520-%2520Health%2C%2520Safety%2520and%2520Welfare%2520Guide.pdf) available on the [Local Group Portal](https://www.diabetes.org.uk/Local-Groups-Portal/Resources) |
| **Child having an allergic reaction** | * **Green Event:**   Ask parents for known allergies and treatments in advance of event.  If child uses epipen/antihistamines ensure child brings them, expand risk assessment to include known allergens.   * **Amber Event:**   Volunteer to be briefed on any child with allergies and all volunteers to be aware of location of treatment at all times | Contact parents or carers  Contact medical help/emergency services if required | Volunteers must record and report any incident and all action taken in our [Keeping Safe and Legal welfare guide](https://diabetes-resources-production.s3-eu-west-1.amazonaws.com/diabetes-storage/migration/pdf/Keeping%2520Safe%2520and%2520Legal%2520-%2520Health%2C%2520Safety%2520and%2520Welfare%2520Guide.pdf) available on the [Local Group Portal](https://www.diabetes.org.uk/Local-Groups-Portal/Resources) |
| **Hazards on site – e.g. stairs, bollards, unstable ground etc.** | Volunteers to conduct on site assessment prior to children arriving at event to identify any hazards. If hazards identified, volunteer to take appropriate action and brief all in attendance at start of event  If using third party venue, volunteer to access venue risk assessment and certificate of public liability insurance prior to event | If hazards deemed too dangerous, volunteers must postpone event | Volunteers must record and report any incident and all action taken in our [Keeping Safe and Legal welfare guide](https://diabetes-resources-production.s3-eu-west-1.amazonaws.com/diabetes-storage/migration/pdf/Keeping%2520Safe%2520and%2520Legal%2520-%2520Health%2C%2520Safety%2520and%2520Welfare%2520Guide.pdf) available on the [Local Group Portal](https://www.diabetes.org.uk/Local-Groups-Portal/Resources) |
| **A volunteer is unable to attend event** | Seek replacement volunteer to fill role | * **Amber Event:**   Event organiser to ensure that event meets designated volunteer ratios.  If designated ratio cannot be met, event must be postponed. | Notify Diabetes UK staff of any changes after the event |
| **The Event Organiser is unable to attend the event or is taken ill during the event** | Event organiser to nominate deputy and ensure that new organiser has all required medical and consent information.  Ensure new organiser has been fully briefed on all aspects of event information.  Ensure that event meets designated volunteer ratios. | * **Amber Event:**   Ensure that event meets designated volunteer ratios. |  |
| **There are volunteers working with children who are not known to them before the event** | Organiser to introduce all volunteers to children at start of event to highlight who to go to if they need help. | * **Amber Event**   Organiser to brief all volunteers at start of event of any special information for each child as indicated on completed consent forms. | Organiser to ensure all children in attendance have completed consent forms prior to the event |
| **Child is failed to be picked up by parent or carer** | Amber Events:  Ensure that all parents/legal guardians are aware of clear collection arrangements.  Ensure there are always two contact listed on each consent form | All volunteers to be aware of appropriate actions in the event that a child is not collected.  Notify both contacts as listed on the consent form to arrange collection.  Keep two volunteers with the child and do not leave child alone.  Contact the police in an emergency  In line with the [Safeguarding process, contact](https://diabetes-resources-production.s3-eu-west-1.amazonaws.com/diabetes-storage/migration/pdf/What%2520to%2520do%2520if%2520you%2520are%2520worried%2520about%2520a%2520child%2520adult%2520at%2520risk%2520FLOW%2520CHART.pdf):  **Diabetes UK Safeguarding Team**:  0207 424 1047  Safeguarding@diabetes.org.uk  Out of hours support and advice is available to all Diabetes UK volunteers  **NSPCC Helpline** 0808 800 5000  Please ensure you tell the advisor  that you are calling from Diabetes UK. | Volunteers must record and report any incident and all action taken in our [Keeping Safe and Legal welfare guide](https://diabetes-resources-production.s3-eu-west-1.amazonaws.com/diabetes-storage/migration/pdf/Keeping%2520Safe%2520and%2520Legal%2520-%2520Health%2C%2520Safety%2520and%2520Welfare%2520Guide.pdf) available on the [Local Group Portal](https://www.diabetes.org.uk/Local-Groups-Portal/Resources) |
| **Bullying between children** | Organiser to advise all children of zero tolerance policy to bullying and who to go to if they need help. | Challenge bullying behaviour whenever it occurs and notify parents of any incidents   * **Amber Events:**   Designated volunteer ratios to be met to ensure high level of adult supervision during the event. | Volunteers must record and report any incident and all action taken in our [Keeping Safe and Legal welfare guide](https://diabetes-resources-production.s3-eu-west-1.amazonaws.com/diabetes-storage/migration/pdf/Keeping%2520Safe%2520and%2520Legal%2520-%2520Health%2C%2520Safety%2520and%2520Welfare%2520Guide.pdf) available on the [Local Group Portal](https://www.diabetes.org.uk/Local-Groups-Portal/Resources) |
| **Child getting lost** | Organiser to agree procedure for lost children with all event volunteers  All children to be advised of what to do if they get lost, at start of event  Ensure that all volunteers and children are aware of location of an agreed meeting point | Follow agreed procedure in the event of a child getting lost.  Contact parents or carers  Contact emergency services if required | Volunteers must record and report any incident and all action taken in our [Keeping Safe and Legal welfare guide](https://diabetes-resources-production.s3-eu-west-1.amazonaws.com/diabetes-storage/migration/pdf/Keeping%2520Safe%2520and%2520Legal%2520-%2520Health%2C%2520Safety%2520and%2520Welfare%2520Guide.pdf) available on the [Local Group Portal](https://www.diabetes.org.uk/Local-Groups-Portal/Resources) |
| **Please use the space below to add in any additional considerations that are specific to your events** | | | |
| What are the risks and what harm might be caused? | How do we control the risks now? | What further actions may be needed to keep the event and attendees SAFE? | Action for who and by when |
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**SECTION C – EVENT AGREEMENT**

This is an agreement between the group and Diabetes UK, to ensure you have provided all of the necessary information for each event to ensure we can provide you with all the support you need. A member of your committee must sign and date this section before you submit your form.

I confirm that our group has provided all of the necessary information for each event listed in section A, and fully understand and agree our obligations to keep the event Safe, Legal and Healthy as outlined in the Safe Event Form in Section C.

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| --- | --- |
| **Name:** |  |
| **Committee Role:** |  |
| **Signature:** |  |
| **Date:** |  |

**Diabetes UK use only:**

|  |  |
| --- | --- |
| **Name:** |  |
| **Role:** |  |
| **Signature:** |  |
| **Date:** |  |

**Thank you for completing sections A, B and C. If all of your events listed above are green, please now send the form to your local volunteering team.**

**If you are planning any amber or red events, you must now complete sections D and E.**

**SECTION D – ATTENDEES AND RATIOS (Amber and Red Events Only)**

If you are planning more than one Amber Event in a year, you will need to complete this section for each event indivudally. If you need any help completing this section, please speak to your local volutneering team.

|  |  |
| --- | --- |
| Event Name: |  |

Please tell us how many children are attending in each age range.

0 - 4 year olds 5 – 11 year olds 12 and over

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| --- | --- | --- | --- |
| **Child’s Name** | **DOB – dd/mm/year** | **Does the child have Diabetes? And if yes treatment plan (Injections, pump or CGM)** | **Other Additional Needs** |
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| --- | --- |
| **Total Number of Children** |  |

**Ratios**

**Child Volunteer Ratio**

* **0-4 year olds:** One child to one volunteer
* **5-11 year olds:** Two children to one volunteer
* **12 and over:** Three children to one volunteer

Of course getting the right level of supervision for children is a top priority. It's essential that we know the numbers of children attending and about their additional needs in order for us to plan.

Here we show the recommended child to volunteer ratios. In addition to children’s diabetes, many factors influence the appropriate level of supervision required ranging from the activities, venue, behavioural issues, medical needs and other additional needs. A one size fits all approach doesn’t apply and we acknowledge that different medical/other needs may require different ratios. Consider what’s needed to ensure a safe event and talk to us about any concerns.

Does your event meet the recommended ratio of child to volunteer?

**Yes No**

**Section E – VOLUNTEER INFORMATION (Amber and Red Events Only)**

Please list the names of the volunteers supporting your amber event in the table below.

Criminal Record Checks

Diabetes UK volunteers engaged in regulated activity with children may need a certain level of criminal records check. Simply ask us and we’ll tell you if your volunteers need a check for your event. You can arrange for your volunteers (anyone over the age of 18, or 16 in Scotland) to have a criminal records check completed through Diabetes UK via your local volunteering team, however this may take several weeks to complete so you need to give us plenty of notice.

|  |  |  |
| --- | --- | --- |
| **Name** | **Role/Responsibility** | **Relevant Crimal Record Check complete and checked by Diabetes UK (if applicable)** |
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| --- | --- |
| **Total Number of Volunteers** |  |